



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

OFFICE TECHNICIAN (TYPING)

Medical Administrative Service

Permanent, Full-Time

Position #573-271-1139-717

\$2,686.00 - \$3,264.00 Monthly

**Location: Veterans Home of California, Yountville
110 California Drive, Yountville, CA 94599-1414**

Final File Date: December 27, 2012

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the CalHR website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under supervision of the Chief of Medical Administrative Services, the Office Technician (Typing) updates census data as changes occur. Collects, verifies and reports various monitored data including preparation of the Veterans Administration (VA) per diem report, daily and monthly census reports, and other ad hoc reports requested by Headquarters, Administration, Medical Administrative Service and Clinical Staff.

- Completes census transactions made during business hours for admissions, discharges and changes level of care for all levels of care.

- Compiles daily pass/leave data supplied electronically by sections and by phone from wards.
- Enters computer data for daily census reports; verifies and corrects computer input by telephone operators on off hours and reconciles midnight nursing census.
- Reconciles census summary daily; prepares electronic report and transmits to Headquarters and Administration daily
- Runs routine and requested reports on MediTech System for Medical Service, Administration and other services.
- Coordinates census data and level of care changes with the VA Authorizing Unit. Completes monthly VA forms for monthly per diem payments.
- Assists in maintenance of resident administrative files. Produce replacement ID cards for residents.
- Other related duties.

How To Apply:

Visit the CalHR website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville, Human Resources – Testing Unit, 110 California Drive, Yountville, CA 94599-1414**. All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-271-1139-717.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Human Resources Office, at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929**.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 573-271-1139-717 RELEASED: 12.03.12